



ROBERT BENTLEY  
GOVERNOR

STATE OF ALABAMA  
**DEPARTMENT OF MENTAL HEALTH**  
RSA UNION BUILDING  
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MONTGOMERY, ALABAMA 36130-1410  
[www.mh.alabama.gov](http://www.mh.alabama.gov)



JIM REDDOCH, J.D.  
COMMISSIONER

March 7, 2014

Dear Vendor:

The Alabama Department of Mental Health (DMH) is seeking proposals from qualified individuals to provide **psychiatry services and clinical supervision**. Proposals will be accepted until **Tuesday, September 30, 2014 at 4:00 pm**. Employees of DMH may not respond to this Request for Proposal (RFP).

The submission of a proposal does not guarantee the award of a contract. Any contract resulting from the proposal is not effective until it has received all required governmental approvals and signatures. In addition, the selected vendor shall not begin performing work under this contract until notified to do so by the departmental contracting agent.

When submitting a proposal, please read the entire request for proposal document and return your proposal in the requested format. All proposals should be submitted in ink or typed and contain an original signature. Submissions should be delivered to:

Joey Kreauter, Director  
Office of Contracts & Purchasing  
Alabama Department of Mental Health  
100 North Union Street, Suite 570  
Montgomery, AL 36104

**Proposals may be sent via Regular US Postal Service (USPS) Mail, Express/Overnight USPS Mail, commercial delivery service such as FedEx or UPS, or hand delivered by the closing date and time. Emailed or faxed responses are not accepted. Also, please note: All US Postal mail, including express/overnight mail that is dispatched to any State agency is processed thru the State mail facility before it is forwarded to the appropriate State agency, thus delaying its arrival to the department. By using the USPS, you assume the risk of delay that may result in your proposal being received late and therefore being determined to be untimely. Postmarks of the date mailed are insufficient; the proposal must actually be received at the above listed office by the date/time specified. If you have any questions, please contact us at 334-353-7440.**

Sincerely,

Joey Kreauter, Director  
Office of Contracts & Purchasing

## Request for Proposal (RFP)

**Organization:** Alabama Department of Mental Health

**RFP Closing Date:** **Tuesday, September 30, 2014 (4:00 pm)** *The RFP must be received in the Office of Contracts & Purchasing by the listed date and time.*  
**Emailed or faxed responses are not accepted.**

**RFP Contact Info:** Leola Rogers  
Office of Contracts & Purchasing  
Alabama Department of Mental Health  
RSA Union Building  
100 North Union Street, Suite 570  
Montgomery, AL 36104  
Telephone Number (334) 353-7440  
Fax Number (334) 353-7090  
Email: [leola.rogers@mh.alabama.gov](mailto:leola.rogers@mh.alabama.gov)  
*Submit all RFP questions in writing to the email above.*  
Deadline to submit an RFP question is **June 30, 2014**

**Mailing Note:** Proposals may be sent via Regular US Postal Service (USPS) Mail, Express/Overnight USPS Mail, commercial delivery service such as FedEx or UPS, or hand delivered by the closing date and time. Emailed or faxed responses are not accepted. All US Postal mail, including express/overnight mail that is dispatched to any State agency is processed thru the State mail facility before it is forwarded to the appropriate State agency, thus delaying its arrival to the department. By using the USPS, you assume the risk of delay that may result in your proposal being received late and therefore being determined to be untimely. Postmarks of the date mailed are insufficient; the proposal must actually be received at the above listed office by the date/time specified.

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The Alabama Department of Mental Health (DMH) is seeking qualified individuals to provide **psychiatry services and clinical supervision**. Employees of DMH may not respond to this Request for Proposal (RFP).

Contract position is currently available at the following location(s):

1. Taylor Hardin Secure Medical Facility (THSMF) Tuscaloosa, AL

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### Required Qualifications:

1. Have a current Alabama medical license or obtain license before being hired.
2. Have current Alabama controlled substance certification or obtain certification before being hired.
3. Have a current DEA license.
4. Be board certified or Board eligible in psychiatry by the American Board of Psychiatry and Neurology.

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**Scope of Work:**

1. Evaluate, treat, and diagnose patients with mental health problems/needs so that the patients reach maximum level of stability and functioning in a timely manner.
2. Document in the patient's health record to include physician's orders, progress notes, treatment plans, initial psychiatric evaluations, and discharge summaries as it relates to patients' admission, progress, and discharge.
3. Prescribe treatment, including medications and other therapeutic measures to control or relieve symptomatic or harmful behavior.
4. Review medication updates monthly.
5. Attend and monitor assigned multi-disciplinary treatment team meetings/processes to ensure mandated functions are completed as per policies and standards.
6. Provide psychiatric opinion orally and in writing to the Court as ordered.
7. Provide administrative supervision to Clinical Departments: Psychology, Social Work, Nutritional Services, Therapeutic Recreation, Rehabilitation, Psychiatry, Medicine, contract physicians, and Clinical Services Administrative Assistant.
8. Provide direct patient care, complete forensic evaluations, report and testify for courts.
9. Attend administrative/clinical committee meetings such as Medical Staff, Medical Services, Facility Management Team and others as assigned.

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**Additional Information:**

1. In order to do business in the State of Alabama all businesses domestic and foreign must be registered with the Alabama Secretary of State Office.
2. All vendors must enroll in the E-Verify System with Homeland Security.

\*Domestic means within the State of Alabama. \*\*Foreign means out-of-state.

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**Proposal Content**

**Instructions must be followed or responses will not be graded.**

Each proposal is to contain specific responses to each of the following requests and respondents are encouraged to respond fully to each inquiry, but to be as concise as possible.

1. Submit a cover letter summarizing your proposal. Limit the cover letter to no more than one page.
2. Attach contact information regarding the respondent including legal name, correct address, telephone and fax number (if applicable).
  - Include previous experience.
  - Include knowledge of requested services and/or any special training.
  - Include any information pertaining to the respondent's abilities to provide the scope of work for this RFP.
3. Attach a **detailed** budget (i.e.: frequency, pay rate, or detailed price list etc.).
4. Clearly mark the outside of the envelope **Psychiatry Services for THSMF**.
5. Submit one (1) signed original and two (2) copies of your entire proposal.

Your proposal must be received at the following address no later than **4:00 pm** on **September 30, 2014**. **Please review the mailing note.** All proposals received after the deadline will be returned unopened.

Mail to:  
AL Department of Mental Health  
**Attn: Office of Contracts & Purchasing**  
RSA Union Building  
100 North Union Street, Suite 570  
Montgomery, AL 36104

The Department of Mental Health assumes no responsibility for expenses incurred in the preparation of the proposal and reserves the right to reject any and all proposals. Additionally, DMH reserves the right to waive irregularities in any proposals and request clarification of any information, and negotiate with the firm and/or individual submitting the best proposal to secure more favorable conditions.

### **Evaluation Process**

A review committee will examine each proposal submitted and may elect to conduct interviews with finalists.

### **Selection Criteria**

Selection shall be based on factors to be developed by the procuring state entity, which may include among others, the following:

1. Specialized expertise, capabilities, and technical competence, as demonstrated by the proposed approach and methodology to meet project requirements.
2. Resources available to perform the work, including any specialized services within the specified time limits for the project.
3. Record of past performance, quality of work, ability to meet schedules, cost control and contract administration.
4. Availability to a familiarity with the project locale.
5. Proposed project management techniques.
6. Ability and proven history in handling special project contracts.

### **Evaluation Criteria**

Proposals will be evaluated based on their responsiveness to the items contained in the content section of this Request for Proposal. It is expected that the review committee will rate responses according to the following ways:

1. Experience, stability and reputation –35%
2. Understanding of and responsiveness to the Request for Proposal – 15%
3. Expertise and knowledge of requested service – 35%
4. Budget – 15%